

ASSISTANT HEALTH DIRECTOR

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work planning, organizing and managing the activities of the Health Department.

Work involves assisting the Health Director with a broad scope of administrative and leadership duties within the Department; interacting with other departments, outside agencies and the general public; and assisting in departmental policy development, implementation, assurance and assessment. Interacts with the Mayor's office, City Council, County Commissioners, Board of Health and other health care services personnel as may be appropriate. Work is performed under the general supervision of the Health Director with work being reviewed in the form of conferences, reports, and review of goals achieved. Exercises direct administrative supervision over management, supervisory and professional staff members.

EXAMPLES OF WORK PERFORMED

Acts for the Health Director in his/her absence.

Assists the Health Director in the development and implementation of departmental activities and oversees the administrative aspects of the Department; coordinates with the Health Director and Board of Health on decisions with individual or population-based health implications.

Assures that multi-disciplinary and multi-divisional projects are implemented consistent with core public health functions and the Department's health plan.

Prepares and ensures satisfactory compliance with all fiscal, personnel, statistical and contractual obligations.

Participates in the development of the Department's budget; supervises requests for additional funding; maximizes available funds and resources to render efficient and effective public health outcomes.

Coordinates interactions between divisions, other City departments, outside agencies, the media and the general public.

Assures that planning, assessment and information system methods adequately outline community needs and describe departmental objectives; recommends implementation of programs, resources and training in efforts to meet the Department's goals.

Assists with public health policy development and management of quality assurance; works with legal and health professionals, and regulatory authorities, to insure projects and programs are conducted within acceptable parameters.

Screens questions or complaints about departmental functions not resolved at respective staff levels.

Represents the Department at state and national meetings as assigned by the Health Director.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of public health administration as they apply to the operation of a county-wide health department.

Thorough knowledge of the operational characteristics, services and activities of a comprehensive public health program.

Thorough knowledge of federal, state and local directives and legislation pertaining to public health and health department administration.

Considerable knowledge of social and behavioral sciences as they relate to health, wellness and diseases.

Considerable knowledge of the principles and practices of municipal budget preparation and administration.

Ability to manage, direct and coordinate the work of management, supervisory and professional staff.

Ability to serve as spokesperson for the Department on public health issues, policies and needs to Mayor's office, Board of Health, City management, City Council, County Commissioners, various groups and agencies and the general public.

Ability to communicate clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work including City, County and other governmental officials, community groups and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health, public health administration, public or business administration or related field with considerable progressively responsible experience in public health administration and experience at the supervisory or management level.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health, public health administration, public or business administration or related field and considerable experience developing, implementing and monitoring public health programs and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by : _____
Department Head

Personnel Director